

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after great consideration, as I have accepted a new opportunity that aligns closely with my career aspirations and represents a job of a lifetime for me.

I want to express my heartfelt gratitude for the opportunities I've had while working here. The experience I've gained and the relationships I've built will always hold a special place in my career journey.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for your support and understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]